

NDC TRAINING OPPORTUNITY

Housing Development Finance Professional Certification Program Class 3: HD 422: Computer Spread Sheet Analysis for Housing

When: October 9-11, 2007 (3 days)

Where: The Red Lion Colonial Inn, Helena, Montana

For hotel reservations, call the Colonial Inn toll-free at 1.800.RED.LION or 406.443.2100. Ask for the room block **Housing NDC Seminar Training** with the rate of \$73 per night plus tax (single room) and \$95 per night (double occupancy). Call by September 7, 2007 to ensure this rate which must be guaranteed by credit card for the first night. Earliest hotel check in is at 3:00 PM.

This program is a rigorous and comprehensive training series designed solely for housing development practitioners. Participants learn the tools and techniques of the trade to build the capacity they need to successfully create jobs and translate housing development opportunities into results for their communities. Class 3 focuses on spread sheets as a tool to interpret key financial information and restructure real estate transactions. Attendance is limited to 35 people, so please register early to secure your seat.

IMPORTANT NOTE: *Each person attending must furnish their own Laptop computer with Excel version 5.0 or higher to complete the coursework plus the exam (no sharing of laptops can be allowed). Cost for the three-day course will be \$550. Expenses for travel, meals and lodging are not included. However, refreshments during training breaks will be provided.*

For more information, contact Linda Schofield in the HOME Program at (406) 841-2820 or email questions to her at lschofield@mt.gov.

Note: This course is the third in a series of four NDC (National Development Council) training opportunities. To become certified through this program, attendance at all four courses is required for certification. The fourth and final course is shown below:

PLEASE NOTE THAT THIS DATE HAS CHANGED: Class 4: HD 430: Problem Solving and Deal Structuring (**April 21-25, 2008** - 5 days). Cost will be \$910. (A laptop computer with Excel version 5.0 or higher is required for this course.)

For detailed information on NDC's program, visit <http://www.nationaldevelopmentcouncil.org/>



REGISTRATION FORM

COMPUTER SPREAD SHEET ANYALYSIS FOR HOUSING - NDC CLASS HD 422 (October 9 – October 11, 2007)

Tuition of \$550.00 per person must accompany each registration form

Please make check payable to: Department of Commerce

**Mail Registration & Check to: HOME Program – Housing Division
PO Box 200545, Helena, MT 59620-0545**

Class registration is not confirmed until a tuition check for full payment of \$550.00/person (US dollars) is received along with this registration. Sorry, no credit cards, cash, partial payments, purchase orders, invoices or discounts can be accepted. We are unable to give scholarships for this program. Travel expenses, meals and lodging are not included. Refreshments during AM & PM breaks are provided.

Please **print** the following information: ☐ **Mr.** ☐ **Ms.**

Attendee Name: _____

Title: _____

Organization: _____

UPS Shipping Address: _____
(The UPS physical address must be provided for shipment of workbook study materials from NDC)

City _____ State _____ Zip _____

Mailing Address (if different from above) _____

Telephone: (____) _____ FAX (____) _____

E-mail Address _____
(We will send a class registration confirmation via e-mail so this information is necessary)

Cancellation Policy: Registrants will be assessed a \$50.00 withdrawal fee (due to unavoidable costs the MDOC will incur), which will be deducted from the registration tuition refund after class completion.

Substitution of Attendee or Loss of Study Materials Policy: If a confirmed registrant cannot attend, we must be immediately notified of the substitute's name and a new registration form completed. It is the registrant's own responsibility to promptly re-ship or transfer the study materials to their substitute. There will be no penalty or substitution fee charged as long as a transfer of complete study materials takes place prior to the class, otherwise a replacement of study materials fee applies and will be charged to the new attendee prior to classroom admittance. The replacement of study materials fee is \$25.00.

If you have questions, please contact Linda at (406) 841-2820 or e-mail questions to: Ischofield@mt.gov